

ISIS Required Import File Format

Column	Field Name	Type/Length	Notes
A 1	Location	Text/32	Optional
B 2	City	Text/32	Optional
C 3	Manufacturer Name	Text/32	Required*
D 4	Asset Group	Text/32	Required*
E 5	Asset Type	Text/32	Required*
F 6	Asset Code	Text/32	Required*
G 7	Status	Text/32	Required*
H 8	Maintenance Type	Text/32	Optional*
I 9	Disposition	Text/32	Optional*
J 10	Disposition Date	MM/DD/YYYY	Optional
K 11	Software Version	Text/32	Optional
L 12	No. Software Licenses	Numeric	Required
M 13	Model	Text/32	Optional
N 14	Serial Number	Text/32	either tag or serial req'd
O 15	Asset Tag Number	Text/32	either tag or serial req'd
P 16	Unit Cost	Currency	Optional
Q 17	Acquisition Date	MM/DD/YYYY	Optional
R 18	Maintenance Vendor	Text/32	Optional
S 19	Lease Number	Text/32	Optional
T 20	Comments	Text/32	Optional
U 21	Agency AFIS Code	Text/3	Optional
V 22	Sub Organization	Text/32	Optional
W 23	Inventory Fiscal Year	Numeric/4	Required

Columns 3 through 6 must use standard naming conventions found under Manufacturer names, Asset Groups, Asset Types, and Software Product Asset Codes.

Column 7 (Status) is either Owned, Leased or Employed, where the latter is an asset in use by state employees but owned by an entity such as the Federal Government.

Column 8 (Maintenance Type) is either In-House, Maintenance Contract, Time and Material, Unknown, or Warranty

Column 9 (Disposition) is either Current, Interagency Transfer, Non-Operative, Risk Mgmt, Surplus Property, Trade In

If the Agency Code and/or Sub Organization is missing, the assets will be uploaded to the currently selected Agency and Sub Organization noted at the top of the webpage. Very few agencies are making use of the Sub Organization option at this time.

Inventory Year always refers to a fiscal year, so uploads in Sept of 2005 are for FY 2006 hence Column 23 requires 2006 in it.